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Introduction

An internal order is a master data element that collects costs and revenues of a specific event or a simple project that has defined start and end dates. It is usually temporary in nature and the costs are segregated from other events or ongoing operations to enable more detailed monitoring.

An internal order is one of the three cost objects used in Umoja, the other two being cost centers and work breakdown structure elements (WBSEs).

The creation of an internal order does not require approval. After an internal order number is generated, it is ready for use.

Туре	Name	Used for
1100	Quick Impact Projects	Quick-impact projects of peacekeeping missions
1150	Capital Activities (AuC)	Assets under construction
1160	Non-capital Activities	General operating expenses. This is the most commonly used internal order type. Also used for miscellaneous income generated by grants
1200	PK assessed contribution in kind	Assessed contributions in kind for peacekeeping missions
1300	PK SOFA	Status of forces agreement of peacekeeping missions
1400	PK SOMA	Status of mission agreement of peacekeeping missions
1500	PK SDS	Transactions involving strategic deployment of stocks
1910	GM revenue orders	Recording revenues for grants, i.e., contributions from donors. For miscellaneous income generated by grants, use order type 1160.
2AUC	PK manual AuC Internal Orders	Assets under construction for PKMs and SPMs while Galileo is still in use

Types of Internal Orders



Basic Procedures

The following steps in this section are applicable to all order types <u>except</u> those relating to Assets under Construction (AuCs).

When creating internal orders related to AuCs separate job aids are available in the Fixed Asset Managment section of the Umoja job aids page please further details below.

Information you need to have before creating an internal order not related to an AuC:

- a. The purpose of the internal order, to determine the order type
- b. Name and description for the order
- c. Responsible cost center and its related profit center. Look this up using KS03 Display cost center.
- d. Validity date.
- e. For grants, the grant code and sponsored program
- 1. Go to transaction KO01 Create Internal Order



- In the initial screen, select the order type.
 Tip: Click on the matchcode to display the available options for order type.
- 3. Press *Enter* or click the *Master Data* icon.

Create Internal Order: Initial screen							
📳 Master Data	3						
Order Type	1160 🗇 🛛						

4. Input the description.

Create Internal Order: Master data									
🔓 📝 Settleme	ent Rule								
Order		Order type	1160	Non-capital activiti					
Description 4	Sample Internal Order								

Tab 1: Assignments

In the Assignments tab, fill out the required fields.

<u>Tip</u>: When moving through the fields, use the *Tab* key instead of the *Enter* key to avoid graying out the other fields. Alternatively, use your mouse to go to each field.

- 5. Profit center of responsible cost center
- 6. Responsible cost center
- 7. Work start
- 8. Work end

If the internal order will be used for a grant, the work start and end dates should correspond to the grant validity date.



- Job Aid
- 9. Press *Enter*. The fields for *Company Code*, *Business Area* and *Functional Area* will be derived based on the values of the responsible cost center. The values can be manually entered but it is recommended to allow the derivation to avoid errors.

Assignments Con	trol data Prd-end closing UN Assignments
Assignments	
Company Code	1000 United Nations
Business Area	S100 United Nations Headquarters
Plant	
Functional Area	11BD0006 PKM Transport Logistics
Profit Center	1039 Logistics Service
Responsible CCtr 6	10103 PKHQ Movement Control Section
User Responsible	
External order no.	
General data	
Applicant	
	Department
Person responsible	Work Start 7 01.01.2016
Telephone	End of Work 8 31.12.9999

- 10. <u>Optional</u>: Additional information can be included in the long text.
 - a. Click the *Long Text* icon. It may take a few moments for the form to appear.

Create Internal Order: Master data										
🔓 📝 Settleme	ent Rule									
Order	[]ø	Order type 11	60 Non-capital activiti							
Description	Sample Internal Order	10a 📝	1							

b. In the form, input the additional information.

с.	C	lick th	e Bac	k butte	on.								
	Ί	ext <u>E</u>	dit	<u>G</u> oto	<u>F</u> ormat	<u>I</u> nsert	S <u>y</u> stem	<u>H</u> elp					
	0				• < 1	0c	🔗 😪 🛛	60 €	i și	11	£	<mark>.</mark> 7	
	Ch	nange	e Ora	ler te	xt: TM	00000	000010	OR La	ngu	age	EN		
	ς.	Insert	Line	e Form	nat Page	🖪 🐝		P					
	_	+	1	+.	2+	3	+4.	+.	5.	+	6	+7	
	10b	Sampl	e lon	g text	sample 1	ong text	t sample	long t	text				
		_											

- Tab 2: Control data no change needed
- Tab 3: Prd-end Closing no change needed



Tab 4: UN Assignments

- 11. Input the grant code if the order will be associated with a grant; otherwise leave this field blank
- 12. Input the sponsored program if the order will be associated with a grant; otherwise leave this field blank
- 13. Using the matchcode, select the country of beneficiary.

Assignments Control data Prd-end closing UN Assignments							
Grant Assignment							
Grant 11 S1-32SAU-000002							
Sponsored Progr 12 UNSOA-SAU-00002							
Geography of Beneficiary							
Country 13 US Geographic Region							
Other Assignments							
Budget Control Internal Order							

14. Click Save.

The internal order number will appear at the bottom left of the screen. Take note of this number.

Order was created with number 11601782

After the internal order is saved, the field *Budget Control Internal Order* will be automatically populated. For all order types, except for types **1910** – GM Revenue Order and **2AUC** - PK manual AuC Internal Orders, the value in this field will be the internal order number itself. This means that budget control will be at the internal order level, and this will be the basis for the creation of the corresponding funded program.

Order .	11601782	Order type 116	Non-capital activiti
Description	Sample Internal Order	63	
Assignments	Control data Prd-en	d closing UN Assignments	
Grant Assignment			
Grant	S1-32SAU-000002		
Sponsored Progra	UNSOA-SAU-00002		
Geography of Bene	eficiary		
Country	US	Geographic Region	
Other Assignments			
		11 (01700	
Budget Control Int	ternal Order	11601782	



Using an Internal Order

To post against an internal order, input the 8-digit internal order number in the *Order* field. Do not use the value IO-xxxxxxxx – this is the funded program.

Example:

Dat	ta Ent	ry V	iew													
Do	cumer	nt N	Number 8200256218 Company Code 1000 Fiscal Year 2016		016											
Do	cumer	nt D	ate	03.	05.20	16	Posti	ng Da	te	03.	04.2016	Period	4			
Re	ferenc	e					Cross	-Com	o.No.							
Cu	rrency			USD)		Texts	s exist				Ledger Group	b			
9) 🛓			K)	7	2.	<u>%</u>]		<u>)</u>		# _ (🌆					
Itm	РК 🕇	SG	Accoun	t	Descrip	otion		Curr.	Amour	nt in LO	G/L Acc	Order	Grant	Fund	Funds Ctr	Funded Prg
1	81		772020	010	Consu	Softwal	Enterpr	USD	15,6	43.05	77202010		GMNR	10UN/	A 15221	FPNR
3			772020	010	Consu	Softwa I	Enterpr	USD	155,1	07.00	77202010	11600140	GMNR	200L/	A 10099	IO-11600140
5			772020	010	Consu	Softwal	Enterpr	USD	185,3	68.29	77202010	11600140	GMNR	20SK0	10099	IO-11600140
7			772020	010	Consu	Softwa I	Enterpr	USD	203,7	93.52	77202010	11600140	GMNR	20SKE	0 10099	IO-11600140
9			772020	010	Consu	Softwa I	Enterpr	USD	1,6	02.94	77202010	11600140	GMNR	20BLA	10099	IO-11600140
2	96		354010	010	AP Ex	Good Re	ecpt	USD	15,6	43.05-	35401010		GMNR	10UN/	A 15221	FPNR
4			354010	010	AP Ex	Good Re	ecpt	USD	155,1	07.00-	35401010		GMNR	200L/	A 10099	IO-11600140
6			354010	010	AP Ex	Good Re	ecpt	USD	185,3	68.29-	35401010		GMNR	20SK0	10099	IO-11600140
8			354010	010	AP Ex	Good Re	ecpt	USD	203,7	93.52-	35401010		GMNR	20SKD	0 10099	IO-11600140
10			354010	010	AP Ex	Good Re	ecpt	USD	1,6	02.94-	35401010		GMNR	20BLA	10099	IO-11600140

Internal Order vs. Funded Program

	Internal Order	Funded Program
ECC module	Controlling	Funds Management
Used for	Collecting costs or revenues	Allotting funds
Naming convention	8-digit number	IO-[internal order number]

After an internal order is created, check whether the related funded program has been generated. An <u>automatic</u> program runs every few minutes to create funded programs for new internal orders. The related funded program will follow the naming convention **IO-[internal order number]**.

To check if the funded program has been generated, go to transaction **FMMEASURED** (Display Funded Program and input **IO-[internal order number]** then press *Enter*.

Display Funded F	Display Funded Program								
🖻 🆆 👀 FM Derivation 1	Fool [™] ₃ →Where-Used List								
Funded Program IO-116 FM Area 1000	01782								
Description									
Name	Sample Internal Orde								
Description	Sample Internal Order								
Basic Data									
Funded Program Type	SUBS Substantive Projects								
Valid from	01.01.2016 Valid to	31.12.9999							
Expiration Date	31.12.9999								

If FMMEASURED generates the error message "No corresponding Funded Program found", wait a few more minutes to allow the batch program to run.

🔄 Messages That Occurred	X
Type Message Text No corresponding Funded Program found	
	🖌 🕼 🎸 Technical Information 🔀





Revenue Internal Orders for Grants

A. Internal orders are also used as revenue collectors to facilitate the grants billing process.

The procedure for creating revenue internal orders for grants is the same as the basic steps described in the previous section, but with these distinctions:

- a. Order type should be 1910 GM Revenue Orders;
- b. The Budget Control Internal Order field will default to FPNR after the internal order is saved.

Below is an example of a revenue internal order for a grant (showing the Assignments and UN Assignments tabs):

Display Internal Order: Master data								
Settlement Rule								
Order 19010254 Order type 1910 GM revenue orders Description Finland grant to the ITLOS Trust Fund								
Assignments Cont	trol data Prd-end closing UN Assignments							
Assignments								
Company Code	1000 United Nations							
Business Area	S100 United Nations Headquarters							
Plant								
Functional Area	SBAC0004 OLA Law of the Sea							
Profit Center	9999 Dummy Profit Center							
Responsible CCtr	12709 OLA Div Ocean Affairs and Law of the Sea							
User Responsible								
External order no.								
General data								
Applicant								
	Department OLA]						
Person responsible	Work Start 12.01.2016							
Telephone	End of Work 31.12.2020							

🔊 🗾 Display Internal Order: Master data	
Settlement Rule	
Order 1900254 Order type 1910 G Description Finland grant to the ITLOS Trust Fund Image: Comparison of the Iteration of the Iteratio of the Iteration of the Iteration of the Iteratio of	M revenue orders
Assignments Control data Prd-end closing UN Assignments	
Grant Assignment	
Grant R1-32CLA-000021	
Sponsored Program OLA-CLA-00005	
Geography of Beneficiary	
Country Geographic Region	1001
Other Assignments	
Budget Control Internal Order FPNR	

Additional information for using revenue internal orders can be found in the <u>Grants Management Framework 1</u> training materials.

B. For miscellaneous income generated by grants, use internal order type 1160 – Non-capital activities.

Internal Orders for Asset Accounting

Order types **1150** and **2AUC** are used specifically for asset accounting. The job aids for creating these types of internal orders can be found in the Fixed Assets Management section of the Job Aids page:

https://umoja.un.org/content/job-aids	P → A O O Umoja iseek-newyork.un.org UNOJA ×
ser account 🛛 iseek-extern 🎹 Sign On 빌 CVW stuff 👻 🎹 Umoja	a Ò HP ALM 🝘 IMIS DEV 🖉 iNeed Self-Service 🝘 Inspira 💽 job aids umoja 🔲 Log In - Umoja
Accounts Payable	Creation of Credit Notes to Ensure Payment Netting
Accounts Payable	Payment List paid in Cash (General)
Accounts Payable	Payment List paid in Cash (ICs and Consultants)
Accounts Payable	Transferring Recoverable from one Business Area to another Business Area
Accounts Receivable	How to Review Standard Orders and Process Billing
Period Closing	How to Process Expense Accruals in Umoja
Period Closing	How to Review Parked Documents
	Fixed Assets Management
Asset Accounting	1 Fixed Assets ECC Reports
Asset Accounting	2.1 Manual Acquisition of Fixed Assets (Current Year)
Asset Accounting	2.2 Asset Creation Related to Prior Years
Assets Under Construction	3.0 Recording AUC (Peacekeeping & SPM ONLY while Galileo is in Use)
Assets Under Construction	3.1 Assets under Construction- Set up of the Cost Collector- (WBSE/IO)
Assets Under Construction	3.2 Assets under Construction- Review & Monthly Settlement- (WBSE/IO)
Assets Under Construction	3.3 Assets Under Construction- Final Settlement



Extras and FAQs

NUMBER RANGES

Order Type	Internal Order Number	Related Funded Program
1100 – Quick Impact Projects	110xxxxx	IO-1100xxxx
1150 – Capital Activities (AuC)	115xxxxx	IO-1150xxxx
1160 – Non-capital Activities	116xxxxx	IO-1160xxxx
1200 – PK Assessed Contribution in	120xxxxx	IO-1200xxxx
kind		
1300 – PK SOFA	130xxxxx	IO-1300xxxx
1400 – PK SOMA	140xxxxx	IO-1400xxxx
1500 – PK SDS	150xxxxx	IO-1500xxxx
1910 – GM revenue order	19xxxxxx	n/a
2AUC – PK manual AuC Internal Orders	20xxxxxx	n/a

TRANSACTION CODES

Transaction code	Description		
K001	Create internal order		
K002	Change internal order		
КО03	Display internal order		
КОКЗ	Collective Display for Internal Orders		

FREQUENTLY ASKED QUESTIONS

A. How do I find the internal orders I've created?

<u>Tip</u>: You may have also recently displayed an internal order you created. In this case, go to **KO03** – Display Internal Order. Then, in the *Order* field, press *Backspace* to display recently viewed orders.

Display Intern	al Order: In	itial screen
📳 Master Data		
Order		đ
	11601784	^
	11600248	-
	11600000	
	11601782	
	11000010	

If the above tip is not applicable, you can use this method instead:

1. Open transaction **KOK3** – Collective Display for Internal Orders.

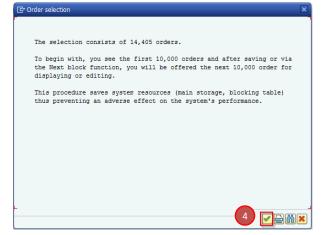


- 2. In the initial screen, select the variant ALL.
- 3. Click Execute.





4. When this window appears, click the *Continue* icon or press *Enter*.



- 5. When the list appears, filter on the user id of the creator:
 - a. Highlight the *Entered by* column by clicking on its header.
 - b. Click on the *Filter* icon.

L	Display Internal Order: Standard one-line							
	🗒 Order Master Data Nex 5b 🕎 🛎 🕞 🕼 🎼 🏝 🖆 🕼 Select 🖆 Save 🛛 🗷 🖼 🗃							
	Order	Type C	RefOrder	Entered by	Created on	Changed by	ChangeDate	Description
	11000000	1100	1	C_NOSWAL	13.06.2013	MIBRAHIM	30.08.2013	AudioVis Comp School
	11000001	1100	1	C_NOSWAL	13.06.2013	MIBRAHIM	03.10.2013	Clowen Therapy
	11000002	1100	1	C_NOSWAL	13.06.2013	MKHAN1	13.09.2013	Equip Wom Voc Cent A
	11000003	1100	1	C_NOSWAL	13.06.2013	LFARLEY	24.10.2013	Equip Wom Voc Cent I

- c. Input your user id.
- d. Click the *Enter* icon.

Determine Values for	Filter Criteria			X
Select.				
Entered by	5c MKHAN1	to	E	
				5d





6. Due to the volume of internal orders already created, you may need to click *Next Block* and repeat step 5.

L	Display Internal Order: Standard one-line									
	🗒 Order Master D 🙆 Next Block 🛛 🖗 🚊 薯 🛛 🕵 🕼 🎦 🔂 Select 🖉 Save 🛛 🗷 🛅 🔞									
			-							
	Order	Туре	C	RefOrder		Entered by	Created on	Changed by	ChangeDate	Description
	11000000	1100	1			C_NOSWAL	13.06.2013	MIBRAHIM	30.08.2013	AudioVis Comp School
	11000001	1100	1			C_NOSWAL	13.06.2013	MIBRAHIM	03.10.2013	Clowen Therapy

To go back to the previous block, click $GoTo \rightarrow Back$.

<u>O</u> rder List	<u>E</u> dit	Goto Extras Env	ironment <u>S</u> ettings	
		Di <u>s</u> play Master Data	Ctrl+Shift+F6	
		<u>C</u> hange Master Dat	a Ctrl+Shift+F8	
isplay In	iteri	S <u>e</u> ttlement Rule	Ctrl+Shift+F9	
Order Master Data		Procedure		
Jorder Hased	Data	Status		
Order	Ту	Long Text	•	
19006943	19	ABC Analysis	Shift+F6	
19006944	19	Next Block	Ctrl+Shift+F10	
19006945	19		Carrometrizo	
19006946	19	Back		

B. How do I find the internal orders under my cost center?

Follow steps 1-4 of the <u>How do I find internal orders I've created? FAQ</u>. In Step 5, filter on the *Responsible cost center column* instead.

L	Display Internal Order: Standard one-line												
	🗒 Order Master Data 🛛 Next Block 🍞 🚢 😇 🕃 🖟 🏠 🍄 Select 🛛 🔁 Save 🗷 🛅 🔞												
	1 - •	_	-					I=					-
	Order	Туре	C	Entered by	Created on	Changed by	ChangeDate	Description	L	CoCd	Plant	BusA	Resp. CCtr 🖕
	11001046	1100	1	AELYSEEV	15.07.2014	AELYSEEV	26.09.2014	MINUMSA GIS GEP 2014/2015		1000	ML10	P022	10982
	11001755	1100	1	KABAZI	30.07.2015	KABAZI	30.07.2015	IC - Mail& Pouch		1000	ML10	P022	10982
	11600000	1160	1	AELYSEEV	26.09.2014	KABAZI	18.08.2015	MINUMSA GIS GEP 2014/2015		1000	ML10	P022	10982
	11601154	1160	1	DBELAY	22.10.2015	DBELAY	22.10.2015	MINUSMA CITS - High Resolution S		1000	ML10	P022	10982

- C. How do I create an internal order based on an existing one?
- 1. Go to transaction **KO01** Create internal order.



- 2. Select the order type. This should be the same as the order type of the reference internal order.
- 3. In the *Reference* field, input the order number you wish to copy.
- 4. Click Master Data or press Enter.

Create Internal Order: Initial screen					
📳 Master Data	4				
Order Type	2	1160	Non-capital activities		
Reference					
Order	3	116017	84		



- 5. <u>Important</u>: Before saving, review the fields that were populated based on the reference internal order. Modify any values as needed.
- 6. Click Save
- D. How do I find out who created an internal order? Method 1:
- 1. Display the internal order using transaction KO03.

Display Internal Order: Initial screen					
1 11600000					

2. Go to Environment \rightarrow Change Documents \rightarrow For status

🖙 <u>O</u> rder <u>E</u> dit <u>G</u> oto Extr <u>a</u> s	Environment System Help		
🖉 🔽 🔹 🔍	Change Documents	For Order	Shift+F2
	Settings	Eor Field	
📃 Display Internal	Change Requests (Organizer)	For Stat <u>u</u> s	
Settlement Rule	Display CO area		4

The Change Documents screen will appear. The user id of the creator can be found in the CRTD-Created row.

Change Documents in Status Management								
History Overview								
List of all status changes								
Object ORD 11600000 MJ	INUMSA GI	5 GEP 2014/2	2015					
System status	System status Action Date Time User Transaction							
		26.09.2014 26.09.2014			Create Internal Order Create Internal Order			

Method 2:

Follow steps 1-4 of the <u>How do I find the internal orders I've created? FAQ</u>. In Step 5, filter on the Order column instead and input the internal order number(s). The user id of the person who created the internal order will appear under the <u>Entered by</u> column.

Display Internal Order: Standard one-line						
📳 Order Master Data Next Block 🍞 🚢 🛜 🖡 🗈 🏝 🌀 Select 🧐 Save 🌌 🛅 🔂						
Order Type C RefOrder						
11600000 1160 1	AELYSEEV 26.09.2014	KABAZI 18.08.2015	MINUMSA GIS GEP 2014/2015			





E. How do I find out who changed an internal order?

Method 1:

1. Display the internal order using transaction **KO03**.



2. Go to Environment \rightarrow Change Documents \rightarrow For order

🔄 <u>O</u> rder <u>E</u> dit <u>G</u> oto Extr <u>a</u> s	Environment System <u>H</u> elp	
🛇 🔽 🔍	Change Documents	For Order 2 F2
	<u>S</u> ettings	Eor Field
📃 Display Internal (Change Requests (Organizer)	For Stat <u>u</u> s
Settlement Rule	Display CO area	

3. The Change documents for order master screen will appear. Click on All Changes.

Change documents for order master							
Select All changes 3							
Changes for order	11600000						
List of fields changed End <mark>o</mark> f Work							
Order Number							

- 4. The list of changes will appear, with the old value at the bottom and the new value on top.
 - a. Highlight the change you wish to view.
 - b. Click Select.

Change	Change documents for order master						
Select	4b						
Changes for	order	11600000					
Date	Field		New				
			Old				
18.08.2015	Order Number	_	FPNR				
			11600000				
18.08.2015	End of Work	4a	31.08.2015	NEW VALUE			
			30.06.2015	OLD VALUE			

A pop-up screen will display the details of the change, including the user id.

로 Change documents for order master 🔹 🔉						
Change o	n 18.08.2015 at 11:05:03 by user KABAZI					
	ork (USER8)					
from	30.06.2015					
to	31.08.2015					
•	***	4				
		Back				
		Dack				





Method 2:

Follow steps 1-4 of the <u>How do I find the internal orders I've created? FAQ</u>. In Step 5, filter on the Order column instead and input the internal order number(s). The user id of the person who made the latest change to the internal order will appear under the <u>Changed by</u> column.

Display Internal Order: Standard one-line							
🖹 Order Master Data Next Block 🍞 🚢 🛜 🖡 🖡 🏠 🔂 Select 🕞 Save 🌌 🛅 🔂							
Order Type C RefOrder Entered by Created on Changed by ChangeDate Description 11600000 1160 1 AELYSEEV 26.09.2014 KABAZI 18.08.2015 MINUMSA GIS GEP 2014/2015							

F. Can I use an internal order to record revenues for cost recovery?

It depends on the method used:

Cost recovery method	
Cost allocation	No
Service orders	No
Sales orders	Yes

G. Can I change an internal order?

The change function is enabled. However, because (a) an internal order is linked to other master data elements across other modules and (b) there may already be postings against an internal order, changing the attributes of an internal order is NOT RECOMMENDED. The "safest" changes that an end user can make are only to *Description* and *Long Text*.

H. Can I just delete an internal order?

No, the delete function is not enabled.